

*****This is only a preview of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin*****

Section 1 – Data Accuracy

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only choose one response per item.

For questions in this section, you may reference your academic or work experience whether paid or volunteer unless the question specifies otherwise.

1) Analyzing complex data (e.g., appeals, court documents, statistical reports) to identify information through verification and/or cross reference in relevant database systems.

1a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

1b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

2) Reconciling conflicting data to resolve discrepancies.

2a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.

- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

2b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

3) Performing the more complex search and maintenance of automated files utilizing computer software, online search tools, and other resources.

3a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

3b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

Section 2 – Communication (Written & Verbal)

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

For questions in this section, you may reference your academic or work experience whether paid or volunteer unless the question specifies otherwise.

4) Providing customer service, either in person or over the phone, to internal and/or external stakeholders.

4a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

4b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

5) Providing liaison support to internal/external stakeholders (e.g., management, criminal justice agencies, instructors, the public) to retrieve and disseminate information to the appropriate recipient.

5a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

5b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

6) Writing job-related memos, letters, and correspondence.

6a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

6b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

7) Developing presentations using visual software (e.g., Visio, PowerPoint) for a range of audiences.

7a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

7b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

8) Delivering formal and/or informal presentations to a range of audiences regarding Criminal Justice or other related topics.

8a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

8b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

9) Providing formal and/or informal training, in person, to staff and other stakeholders (e.g., clients, public, Criminal Justice agencies).

9a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.

- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

9b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

10) Developing and editing reports and/or other documentation.

10a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

10b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

11) Reviewing processes, procedures, and/or policies to ensure accuracy and efficiency.

11a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

11b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

12) Facilitating formal and/or informal meetings with varying audiences to disseminate or collect information.

12a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

12b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

13) Recognizing and resolving conflicts in a work/group environment.

13a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

13b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

Section 3 – Research and Analysis

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

For questions in this section, you may reference your academic or work experience whether paid or volunteer unless the question specifies otherwise.

14) Providing recommendations based on the analysis of information collected from a variety of sources.

14a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

14b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

15) Reviewing and editing work products prepared by others to provide recommendations and modifications.

15a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

15b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

16) Producing analytical products (e.g., charts, timelines, and statistical reports) for distribution regarding Criminal Justice or other similar topics.

16a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

16b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

17) Preparing files, reports, or other documentation that detail records or research findings.

17a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

17b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

18) Reviewing data in order to identify patterns and trends in information.

18a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

18b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

19) Identifying potential problems or enhancements to existing operations within work/group settings.

19a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

19b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

Section 4 – Administrative

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

For questions in this section, you may reference your academic or work experience whether paid or volunteer unless the question specifies otherwise.

20) Reviewing and applying current rules, laws, and/or policies to ensure compliance while completing assignments.

20a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

20b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

21) Analyzing and screening documents (e.g., forms, applications, licenses) for completeness and accuracy in accordance with laws, rules, and/or policies.

21a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

21b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

22) Providing lead support (i.e., review of work product and offer guidance) to staff members to facilitate efficient workflow.

22a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

22b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.

23) Completing multiple projects or tasks, with competing deadlines, while maintaining expectations.

23a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- A. I performed this work for less than one year.
- B. I performed this work more than one year but less than two years.
- C. I performed this work more than two years but less than three years.
- D. I performed this work more than three years but less than four years.
- E. I performed this work more than four years but less than five years.
- F. I performed this work five or more years.

23b) How would you describe your skill level for the task listed above? (Choose One)

- A. I have very little or no experience performing this task.
- B. I have some experience performing this task.
- C. I have performed this task frequently.
- D. This is an area of expertise for me and I could train others in how to perform this.